



# **Departmental Quarterly Performance Report**

**Department Name: Seaport**

**Reporting Period:**

**2003**

**Fourth Quarter**

<b>I. Performance Initiatives</b>	<b>Page 2</b>
<b>II. Personnel Status</b>	<b>Page 4</b>
<b>III. Financial Performance</b>	<b>Page 5</b>
<b>IV. Department Director Review</b>	<b>Page 6</b>

# Departmental Quarterly Performance Report

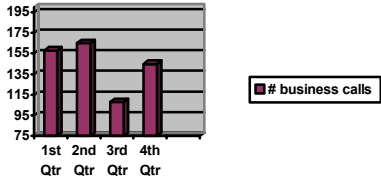
Department Name:

Reporting Period:

## MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

Check all that apply

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Increase number of contacts with existing and potential customers by providing a weekly customer contact report.</p> 	<p><input type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Implementation of closed circuit television for enhanced INS and Customs operations and electronic surveillance system as well as additional high-mast lighting and fencing will improve security measures and continue to excel in the protection of our customers.</p> <p>STATUS: Partial federal funding obtained for several important security projects. These projects, including CCTV, access controls, intrusion detection –are underway and contracts have been issued; construction and installation are in progress.</p>	<p><input type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input checked="" type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>

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<p>County Mgr. Priority (Circle One): <i>People</i> <b><i>Service</i></b> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Address expansion needs at existing Seaport facilities – implement existing development plans (CIP) on schedule.</p> <p>STATUS: Projects underway total over \$128 million. Development agreement projects (\$128 million) are 98% designed, 87% GMP contracted and 38% earned construction progress value achieved.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input checked="" type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input checked="" type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <b><i>Service</i></b> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Enhance cruise passenger care and convenience at every level of contact with the port. Plan, design and construct cruise passenger parking garages sufficient to meet demand. Plan, design and construct traffic circulation improvements to provide safer and faster access to cruise destinations. Plan design and construct more customer friendly cruise terminals. Upgrade existing parking system to allow for new automated services.</p> <p>STATUS: IGMP contracts awarded totaling over \$60 million.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input checked="" type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <b><i>Service</i></b> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Enhance cargo customer care and convenience at every level of contact with the port. Plan design and construct traffic circulation improvements to provide safer and faster access to cargo destinations. Plan, design and construct facilities to attract and retain cargo activity.</p> <p>STATUS: Over \$42 M of cargo customer improvements awarded. An additional \$28 million in roadway improvements currently under contract, and \$10 M for improved unmanned expanded gateway through the Seaport's \$128 million Development Agreement.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input checked="" type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input checked="" type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <b><i>Service</i></b> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Expedite safe movement of cargo on and off port. Increase reliability/availability of Port equipment and support systems. Construct/acquire facilities to meet current and projected growth.</p> <p>Acquire and construct cargo and intermodal facilities consistent with the Port's Master Development Plan to ensure the Port's throughput capacity in the future.</p> <p>STATUS: The Port is continuing to evaluate all options with regard to the need for this type of facilities.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input checked="" type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ (Describe)</p>
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**Reporting Period:**

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <b>Technology</b> <i>Fiscal Responsibility</i></p> <p>Improve user satisfaction providing a higher level of service and productivity while reducing average remediation time.</p> <p>Provide Facilities Maintenance the control mechanism necessary to perform preventive and corrective maintenance while tracking incoming service request. The automation and implementation of this system will enhance maintenance functions and promote future savings.</p> <p>STATUS: Automated system for asset management and preventative/predictive maintenance has been procured and is being implemented. Projected implementation date December 2003</p>	<p><i>Strategic Plan</i>  <input checked="" type="checkbox"/> <i>Business Plan</i>  <input checked="" type="checkbox"/> <i>Budgeted Priorities</i>  <input type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input checked="" type="checkbox"/> <i>ECC Project</i>  <input type="checkbox"/> <i>Audit Response</i>  <input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <b>Fiscal Responsibility</b></p> <p>Container Crane Electrification – electrification of the Seaport’s ten container cranes will make the cranes non-dependent on diesel generators and fuel for power. These cranes will be more environmentally friendly and less expensive to operate. Seaport will not need to purchase fuel or maintain expensive fuel apparatus.</p> <p>STATUS: Project is 90% designed, contract being executed.</p>	<p><i>Strategic Plan</i>  <input checked="" type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted Priorities</i>  <input type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input checked="" type="checkbox"/> <i>ECC Project</i>  <input type="checkbox"/> <i>Audit Response</i>  <input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <b>Service</b> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Gateway Project – focus is to reduce congestion at gates for cargo transportation; enhanced automation should increase throughput capacity and reduce manpower by moving toward unmanned gates.</p> <p>STATUS: This project is part of the projects within the Development Agreement. It has been contracted and final implementation should be completed by no later than December 2004.</p>	<p><i>Strategic Plan</i>  <input checked="" type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted Priorities</i>  <input type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input checked="" type="checkbox"/> <i>ECC Project</i>  <input type="checkbox"/> <i>Audit Response</i>  <input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <b>Fiscal Responsibility</b></p> <p>Variable Frequency Drives – the installation of VFDs will reduce electrical costs and prolong life of equipment. Port has installed 14 VFDs in the air handlers at the 1080 building. The VFDs were installed to replace the inlet guide vanes to soft start the motors in the air handling units. The VFDs are controlled thru the Building Maintenance System which raises or lowers the frequencies to the motor which, in turn, controls the volume of air that moves thru the air handlers</p>	<p><i>Strategic Plan</i></p>

# Departmental Quarterly Performance Report

**Department Name:**

**Reporting Period:**

<p>and into the office space. As the frequency of the motor is reduced so is the kilowatt consumption, thus giving us a significant electrical savings as well as prolonging the life of the motor, belts and pulleys. Staff received ESP Award September 2003 for their project.</p>	<p><input type="checkbox"/> Business Plan  <input checked="" type="checkbox"/> Budgeted Priorities  <input type="checkbox"/> Customer Service  <input type="checkbox"/> Workforce Dev.  <input checked="" type="checkbox"/> ECC Project  <input type="checkbox"/> Audit Response  <input type="checkbox"/> Other _____  (Describe)</p>
<p>County Mgr. Priority (Circle One): People <i>Service</i> Technology Fiscal Responsibility</p> <p>Automation of Ship Scheduling/Berthing In process of completing work of scope document to finalize requirements to issue an RFP. Focus is to optimize berth assignments through automation resulting in a more efficient allocation of berth slots and cranes for our cargo and cruise customers.</p> <p>Scope of work has been completed. Documentation to be submitted to Procurement for review and to initiate RFP processing.</p>	<p><input type="checkbox"/> Strategic Plan  <input checked="" type="checkbox"/> Business Plan  <input type="checkbox"/> Budgeted Priorities  <input type="checkbox"/> Customer Service  <input type="checkbox"/> Workforce Dev.  <input checked="" type="checkbox"/> ECC Project  <input type="checkbox"/> Audit Response  <input type="checkbox"/> Other _____  (Describe)</p>
<p>County Mgr. Priority (Circle One): People <i>Service</i> Technology Fiscal Responsibility</p> <p>Gantry Crane Downtime The port continues to address extraordinary crane maintenance to reduce downtime and achieve targeted savings. Savings are based on reduced downtime hours and calculated utilizing the increased crane revenue hour availability and the hourly average rate. STATUS: Down time has declined from an annual average of 1.53 hours per day in FY 2002 to 1.38 hours per day in FY 2003.</p>	<p><input type="checkbox"/> Strategic Plan  <input checked="" type="checkbox"/> Business Plan  <input type="checkbox"/> Budgeted Priorities  <input type="checkbox"/> Customer Service  <input type="checkbox"/> Workforce Dev.  <input checked="" type="checkbox"/> ECC Project  <input type="checkbox"/> Audit Response  <input type="checkbox"/> Other _____  (Describe)</p>

## PERSONNEL SUMMARY

### **A. Filled/Vacancy Report**

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	272	336	305	28	303	33	305	31	302	33

\* [Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.](#)

### Notes:

## Departmental Quarterly Performance Report

**Department Name:**

**Reporting Period:**

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*B. Key Vacancies – Manager of Seaport Business Development – Manager of Seaport Real Estate and Economic Development – Executive Secretary– Electrician –Carpenter- Landscape Supervisor 3- Labor Supervisor – 3 Semi-Skilled Laborers — Clerk 4 – and 22 Security Officers*

*C. Turnover Issues- none*

*D. Skill/Hiring Issues- none*

*E. Part-time, Temporary and Seasonal Personnel 29 P/T; 3Temps.  
(Including the number of temporaries long-term with the Department)*

*F. Other Issues*

# Departmental Quarterly Performance Report

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Reporting Period:

## FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR  Actual	CURRENT FISCAL YEAR						
		Total Annual Budget	4 <sup>th</sup> Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
<b>Revenues</b>								
♦ Cruise	\$34,094	\$36,366	\$ 9,091	\$ 9,792	\$ 36,366	\$ 37,380	\$ 1,014	2.79%
♦ Cargo	\$30,972	\$29,979	\$ 7,494	\$ 8,392	\$ 29,979	\$ 30,341	\$ 362	1.21%
♦ Other	\$16,135	\$19,729	\$ 4,932	\$ 2,698	\$ 19,729	\$ 17,131	\$( 2,598)	(13.17%)
♦ Carry-over	\$ 6,915	\$ 6,749	\$ 0	\$ 0	\$ 6,749	\$ 6,749	\$ 0	
<b>Total</b>	\$88,116	\$92,823	\$21,517	\$ 20,882	\$ 92,823	\$ 91,601	\$( 1,222)	(1.42%)
<b>Expense*</b>								
Operating	\$47,056	\$45,655	\$11,413	\$ 15,801	\$ 45,655	\$ 48,629	\$(2,974)	(6.52%)
Transfers	\$34,747	\$36,011	\$ 9,002	\$ 12,521	\$ 36,011	\$ 37,060	\$(1,049)	(2.92%)
Capital	\$ 3,253	\$ 3,595	\$ 898	\$ 2,045	\$ 3,595	\$ 1,149	\$ 2,446	68.04%
Carryover	\$ 6,749	\$ 7,562	\$ 1,891	\$ 5,985	\$ 7,562	\$ 7,562	\$ 0	
Non-Cash	-\$3,689					\$ (1,577)	\$ 1,577	
<b>Total</b>	\$88,116	\$92,823	\$23,205	\$ 36,352	\$ 92,823	\$ 92,823	\$ 0	

\* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

**Note: Financial Information is preliminary pending year end and audit adjustments.**

### Equity in pooled cash (for proprietary funds only).

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
420	\$ 7,229	\$ 7,562	\$ 7,562	\$ 7,562	\$ 10,302
421	\$141,819	\$ 0	\$ 22,065	\$ 22,065	\$ 98,396
422	\$ 100	\$ 0	\$ 0	\$ 0	\$ 788
423	\$ 12,305	\$ 11,491	\$ 11,491	\$ 11,491	\$ 12,058
424	\$ 3,904	\$ 2,997	\$ 2,997	\$ 2,997	\$ 7,618
<b>Total</b>	\$164,611	\$ 22,500	\$ 44,565	\$ 44,565	\$129,162

### Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

## Departmental Quarterly Performance Report

**Department Name:**

**Reporting Period:**

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**Other Revenues:** Differences from budget include loss of rental income due to customer relocations pursuant to the ongoing Port re-development program and reclassification of revenue fund interest income which will be corrected in the final report.

**Operating Expenditures:** Differences result from security operating cost increases subsequent to 9/11. Security costs exceeded budget by over \$3 million.

**Capital Expenditures:** Savings based on deferral of maintenance dredging and acquisition of an automated berthing system combined with reclassification of crane repowering project costs to construction fund.

### ***STATEMENT OF PROJECTION AND OUTLOOK***

**The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:**

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

None

### **DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

\_\_\_\_\_  
Signature

Department Director

Date \_\_\_\_\_